

# Steps in Completing Rezoning or Special Use

## Items required to file an Application

1. Application Fee
2. Sign Fee
3. Development Plan
4. Legal Description

## Items required before Planning Commission

5. Certified List of Property Owners
6. Proof of Notification
7. Letter from Property Owner

Applications will not be accepted if items 1 through 4 are not provided at time of request. Planning Commission meeting dates and deadlines are provided on the back of this sheet. A vote from the Planning Commission is a recommendation and must then be sent on to the City Council for final approval. The City Council process is explained on the back of this sheet.

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**1. Application Fee.** Applicants claiming inability to pay fees must sign an affidavit to that affect and may be required to show proof of indigence to the Planning Department. Fees are due at the time of application. A 50% surcharge will be added to cases in extraterritorial areas.

Commercial Rezoning	\$300	R-0, 4, 5, 6, Rezoning	\$150
Industrial Rezoning	\$300	RT-1 Rezoning	\$150
PUD	\$150	R-3 Rezoning	\$100
Special Use	\$150	R-1, R-2 Rezoning	\$75

**2. Sign Fee.** A \$20 deposit is required on all signs. The sign will be furnished at the time of application and must be posted on the site 15 days prior to the Planning Commission meeting. Planning Staff will check the site to see if the sign has been posted. Failure to post the sign will postpone the application. Return the sign to the Planning Department after the City Council hearing of the case and the deposit will be refunded.

**3. Development Plan.** The development plan of the property of the proposed change must be provided to the Planning Department at the time of application. The development plan should show: property boundaries, building locations, building outlines, driveways, parking lots, abutting streets, north arrow, applicant's information and any other information that is significant to the request.

**4. Legal Description.** The legal description of the property of the proposed change must be provided to the Planning Department at the time of application. The legal description can be found on the survey of the property, or if leasing or renting, should be provided by the property owner/landlord.

**5. Certified List of Property Owners.** All property owners within 200 feet of the property must be notified of the proposed rezoning or special use. The applicant must provide proof of their notification by obtaining a certified list of property owners from an abstract company. These companies can be found in the yellow pages of the phone book. Providing this data on your own from the County Assessors Office does not meet this requirement. This certified list must be provided to the Planning Department no later than 5 days prior to the Planning Commission meeting.

**6. Proof of Notification.** Notification must be made either by (1) obtaining signatures on forms furnished with the application packet, or (2) sending notices by 'certified mail, return receipt requested'. If the City is one of these property owners, the Mayor and all of the Aldermen must be notified. Proof of notification must be provided to the Planning Department no later than 10 days prior to the Planning Commission meeting.

**7. Letter from Property Owner.** If the applicant is not the property owner, a letter from the property owner will be required stating that the applicant has permission to apply for the rezoning/special use.

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<b>Planning Commission Meeting</b>	<b>Rezoning/ Special Use Filing Deadline</b>	<b>Daycare Review Meeting</b>	<b>Daycare Filing Deadlines</b>
4/13/2004	3/19/2004	03/24/04	3/3/2004
5/11/2004	4/16/2004	04/21/04	3/31/2004
6/8/2004	5/14/2004	05/19/04	4/28/2004
7/13/2004	6/18/2004	06/23/04	6/2/2004
8/10/2004	7/16/2004	07/21/04	6/30/2004
9/14/2004	8/20/2004	08/18/04	7/28/2004
10/12/2004	9/17/2004	09/22/04	9/1/2004
11/9/2004	10/15/2004	10/20/04	9/29/2004
12/14/2004	11/19/2004	11/17/04	10/27/2004
1/11/2005	12/17/2004	12/22/04	12/01/04
5pm at City Hall	Noon at Plan Dept.	2pm at Plan Dept.	Noon at Plan Dept.

All applicants are required to attend the Planning Commission meeting. Daycare applicants are required to attend the Daycare Review meeting. Failure to attend may cause your request to be postponed or withdrawn.

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**City Council Hearing with a Positive Planning Commission Vote.** After obtaining approval by the Planning Commission, the applicant must obtain an Alderman sponsor to place the request on the City Council agenda. Contact the Alderman and request that he/she contact the Planning Department to inform Planning Staff of the sponsorship. The City Council meets on the second and fourth Monday of each month. The request to appear on the agenda must be received by the Planning Department at least ten (11) days prior to the City Council meeting. There will be a legal advertisement fee that will be billed directly to the applicant. The cost is based on the length of the legal description. The applicant is required to attend the City Council hearing.

**City Council Hearing with a Negative Planning Commission Vote.** Cases that are denied by the Planning Commission may still go to the City Council following a second notification of owners within 200 feet and obtaining an Alderman sponsor. Contact the Alderman and request that he/she contact the Planning Department to inform Planning Staff of the sponsorship. Applicant must file proof of notification with the City Clerk five (5) days prior to City Council meetings. The City Council meets on the second and fourth Monday of each month. The request to appear on the agenda must be received by the Planning Department at least eleven (11) days prior to the meeting. There will be a legal advertisement fee that will be billed directly to the applicant. The cost is based on the length of the legal description. The applicant is required to attend the City Council hearing.